

City of Beaverton City Attorney

General Summary

Direct the Legal Services Department and serve as advisor to the Mayor, City Council and staff on issues related to legal matters affecting the City.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Direct and manage Legal Department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
3. Provide strategic leadership to the City in legal matters. Serve as advisor to elected officials. Assist and advise other departments in matters of law, legal liability, ordinances and policy.
4. Serve as legal counsel to staff in City operating departments. Draft and review proposed ordinances, resolutions, policies and procedures to conform City operations to current law. Counsel on resolution of contested issues. Draft and negotiate the form of property conveyances, contract documents, insurance coverage and agreements related to development permit issues.
5. Advise Mayor and Council on legal constraints and on available choices for politics and practices. Advise on resolution of contested issues at entity level to avoid litigation. Negotiate contracts and agreements with public and private entities as directed by the Mayor and Council. Advise on confidential entity-level policy matters and implementation of policy direction.
6. Represent the City in contested cases. Manage all aspects of case litigation, including land use and development regulation before agencies and courts.
7. Review as to substantive legal content and form all written legal advice provided by legal staff to City departments. Assign legal tasks to staff attorneys. Monitor progress and assure timely and accurate responses.

8. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
9. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
10. Represent the Legal Services Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provides comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Follow standards as outlined in the Employee Handbook.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of municipal law.
- ◆ Expert knowledge of the laws and regulations governing municipalities and municipal activities such as land-use regulation, labor relations and risk management.
- ◆ Expert knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to municipal law.
- ◆ Expert knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to conduct litigation.
- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to provide legal advice and conduct negotiations.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make persuasive legal presentation and argument.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Juris Doctor (J.D.) degree from an accredited school of law and 12 years experience in municipal law including 3 years in a senior management role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Membership in the Oregon State Bar Association.
- ◆ A license to appear in Federal Court.
- ◆ A valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: City Attorney

Revised: 1/98

CityAttorney.doc

July 28, 2009

New class specification title 1/98: City Attorney
Revised: 11/04
Revised: 1/1/09

Status: M1
FLSA: Exempt

Council President's Signature

Human Resources Signature

Date

Date